



Procedure: C-A-OCR-SHP-OSH  
Revision: 01  
Revision Date: 05/25/04

## COLLIDER-ACCELERATOR DEPARTMENT

Title: Operational Control Record, Shops

Preparer: E. Lessard, R. Karol

Group: ESH&Q

### Approvals

\_\_\_\_\_  
*Signature on File* Date: \_\_\_\_\_  
ESH&Q Division Head

\_\_\_\_\_  
*Signature on File* Date: \_\_\_\_\_  
Collider-Accelerator Department Chairman

(Indicate additional signatures)

Y	N		
<input type="checkbox"/>	x	FS Representative: _____	Date: _____
<input type="checkbox"/>	x	Radiological Control Coordinator: _____	Date: _____
<input type="checkbox"/>	x	Chief ME: _____	Date: _____
<input type="checkbox"/>	x	Chief EE: _____	Date: _____
x	<input type="checkbox"/>	ESH Coordinator: _____	Date: _____
<input type="checkbox"/>	x	QA Manager: _____	Date: _____
<input type="checkbox"/>	x	Other: _____	Date: _____

**C-A OSH  
OPERATIONAL CONTROLS RECORD**

<b>Operational Controls Record For Occupational Safety and Health Hazards</b>	<b>Completed By: R. Karol</b>  <b>Date: May 25, 2004</b>
<b>1. Operations:</b>  <p>The shop operations are located in various buildings at the accelerator complex managed by the Collider-Accelerator Department. The shops support the fabrication and maintenance of equipment, supplies and components used throughout the department. The machines utilized in the shops include milling machines, lathes, drill presses, band and table saws, grinders, shears, sanders, punches, breaks, benders, welding, brazing, soldering, grit blasters and parts cleaners. Magnet refurbishment work is also conducted in Building 922, where worn or damaged magnet components are repaired or replaced.</p>	
<b>2. Activities:</b>  <ul style="list-style-type: none"> <li>• Small-scale fabrication, assembly, maintenance, repair, and cleaning of metal, plastic and fiberglass equipment and parts</li> <li>• Soldering, metal cleaning, silver plating, coil maintenance, and cooling water hose and fitting repair</li> </ul>	
<b>3. Controls – Sub-Systems, Operations, Safety Review and Personal Protective Equipment, Emergency Response:</b>  <p>All controls at the C-A complex are under a <a href="#">Formal Conduct of Operations</a> (CO) and are described in detail in the <a href="#">C-A Operational Procedures (OPM)</a>. Safety significant procedures included in the C-AD OPM include:</p> <ul style="list-style-type: none"> <li>• <b>Sub-system Controls:</b> <a href="#">Chapter 8</a>: Subsystems, Rad- Storage,-Chipmunks,-Fencing, Experimental Areas, Water, Waste</li> <li>• <b>Operational Controls:</b> <a href="#">OPM Chapter 2</a> - LOTO, Maintenance, Work Planning</li> <li>• <b>Safety Review and Personnel Protective Equipment:</b> <a href="#">OPM Chapter 9</a> - Radiation Safety, ESH Committees, ESH Review, ALARA, Safety Inspection, Cryogenic Safety</li> <li>• <b>Emergency Response Controls:</b> <a href="#">OPM Chapter 3</a>, Emergency Procedures</li> </ul>	
<b>4. Maintenance:</b>  <ul style="list-style-type: none"> <li>• <a href="#">OPM Chapter 2</a> - LOTO, Maintenance, Work Planning</li> <li>• <a href="#">OPM Chapter 7</a>, Cryogenic Operations</li> <li>• <a href="#">OPM Chapter 8</a> - Subsystems, Rad- Storage,-Chipmunks,-Fencing, Experimental Areas, Water, Waste</li> <li>• <a href="#">Group Procedures</a> – Collider-Accelerator Department, Specific Group Procedures</li> </ul>	

<b>5. Actions to be Taken if Controls Fail:</b> <ul style="list-style-type: none"> <li>• <a href="#">CO Chapter 4</a> - Communications</li> <li>• <a href="#">CO Chapter 6</a> - Investigation of Abnormal Occurrences</li> <li>• <a href="#">OPM Chapter 3</a> - Emergency Procedures</li> <li>• <a href="#">OPM Chapter 10</a> – Occurrence Reporting</li> </ul>		
<b>6. Records:</b> <ul style="list-style-type: none"> <li>• <a href="#">CO Chapter 10</a> - Independent Verification</li> <li>• <a href="#">CO Chapter 11</a> - Logkeeping</li> <li>• <a href="#">OPM Chapter 13</a> - Quality Assurance</li> </ul>		
<b>7. Responsibilities:</b> (a) to ensure controls are in place; (b) to ensure controls keep working; (c) to take action when controls fail; (d) to create and keep records relative to operational controls <ul style="list-style-type: none"> <li>• R2A2s</li> <li>• <a href="#">OPM Chapter 1</a> - Policies for Authorization, Training, Environment, Safety, Procedures, Minors, Visitors</li> <li>• <a href="#">CO Chapter 1</a> - Organization and Administration</li> </ul>		
<b>Name</b>		<b>Responsibility</b>
Responsible and authorized personnel are listed and maintained in the C-A Operational Procedures Manual		<a href="#">OPM Chapter 1</a> - Authorization  <a href="#">OPM 1.11</a> - Department Requirements for Interaction with C-A  <a href="#">OPM 1.10</a> - Occurrence Reporting and Processing of Operations Information
<b>8. Training:</b>		
<b>Name</b>	<b>Training</b>	<b>Training Policy</b>
Training data is maintained in <a href="#">BTMS</a>	See specific Job Training Assessments (JTAs) in BTMS	<a href="#">OPM 1.12</a> – Training and Qualification Plan